

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Title]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

Subject: Equity Loan Repayment Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the procedure for repaying my equity loan with account number [insert account number].

As of [insert date], I wish to initiate the repayment process according to the terms outlined in our original agreement. Please provide me with the total outstanding balance, including any applicable fees or interest, as well as the preferred payment methods available.

Additionally, if there are any specific forms or documents you require from my side to facilitate this process, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]